# COUNTY OF ORANGE, VIRGINIA PERSONNEL POLICIES MANUAL

#### STARTING PAY

POLICY NO.: 4.2

**EFFECTIVE:** 11/1/96 **REVISED:** 9/1/06

**OVERVIEW:** This policy defines how the pay rate is determined for new employees.

**SCOPE:** 

All new employees hired into a classified position.

#### **PROVISIONS:**

#### A. General Rule:

Typically, the starting salary for a new employee is the entry level of the position classification's assigned salary range.

## B. <u>Exceptions:</u>

An employee may be hired at a salary which is higher than the minimum if he/she possesses qualifications which surpass the minimum required for the class or labor market conditions necessitate a higher than minimum salary is required to fill a vacant position.

An employee may be hired at a rate lower than the minimum salary for the grade of a position when he/she does not possess the minimum qualifications of the job and requires additional training or experience.

Determination of the salary at which an employee is hired will be made with due consideration for the salary of employees currently in the department, position, or grade. Human Resources should be consulted prior to recommending a starting salary for a new employee.

### C. Authority:

The County Administrator retains authority to authorize hiring at a starting rate which differs from the minimum of the position's salary range.